

## **BID BOARD NOTICE**

**PROCUREMENT ID NUMBER: PHPA-S1909**

**EMARYLAND MARKETPLACE BID NUMBER: MDM0031020946**

**ISSUE DATE: May 27, 2015**

**TITLE: Printing and Collating of Materials for Smoke-Free Multi-Unit Housing Toolkits**

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**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

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**This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <http://emaryland.buyspeed.com/bsr> to begin the process, and then follow the prompts to see if your business qualifies. For assistance in the SBR registration process, please call 410-767-1492. If you qualify, please put your SBR number on the bid page.**

### **Summary Statement**

The Center for Tobacco Prevention and Control (hereafter referred to as CTPC) within the Maryland Department of Health and Mental Hygiene (DHMH) is soliciting bids to print and collate/package materials to support initiatives that promote the implementation of smoke-free/tobacco-free policies in multi-unit housing complexes.

A single contract will be awarded. Bidders must first meet all of the mandatory requirements; afterwards an award will be made on the basis of the most advantageous offer to the State of Maryland considering the lowest total cost and that requirements listed in the Scope of Service are met. The anticipated term of the contract resulting from this solicitation will begin *on or about* June 8, 2015 through June 30, 2015. **Bids must not exceed \$15,000.**

### **Background**

CTPC is seeking a vendor to print, collate/assemble, and deliver to the Mailing and Distribution Center at Maryland Correctional Enterprises (MCE) toolkits and mailers that promote the implementation of smoke-free policies in multi-unit housing complexes. High-resolution and workable files will be made available to the selected Bidder upon award. CTPC will also provide a list of materials and how they must be ordered/placed within the packets upon award.

## **Scope of Service**

The selected Bidder shall provide the following:

- A. Provide production proofs for all materials to be printed, in both digital and hard copy formats to CTPC no later than **June 15, 2015**. CTPC will have final approval of all materials prior to printing. High-resolution and workable files will be made available to the selected Bidder upon award.
- B. Print and collate/assemble 400 complete toolkits using the specifications provided in Attachment B. Approval must be received from CTPC prior to printing materials. Materials must be placed within the pocket folder in the order provided by CTPC upon award. Materials must be printed and packaged so they are ready for distribution upon leaving the printing facility. *\*Note: The selected Bidder will not be responsible for addressing each envelope. This will be done by CTPC at a later time.*

The complete toolkits must contain one copy of each of the following items:

- 1. *Envelope*
  - 2. *Pocket Folder*
  - 3. *Guidebook (complete guidebook is 24 pages)*
  - 4. *Fact Sheet #1 (Enforcing a Smoke-Free Policy)*
  - 5. *Fact Sheet #2 (Adopting a Smoke-Free Policy)*
  - 6. *Fact Sheet #3 (Implementing a Smoke-Free Policy)*
- C. Print 600 mailers with pop out magnets using the specifications provided in Attachment B. Approval must be received from CTPC prior to printing materials. Materials must be printed and packaged so they are ready for distribution upon leaving the printing facility.
- D. Deliver all materials to the Mailing and Distribution Center at Maryland Correctional Enterprises in Jessup, MD no later than **June 30, 2015**.
- E. The selected Bidder shall be responsible for providing minor edits to the creative files – re-sizing and adjustment of the text, if needed. High-resolution and workable files will be made available to the selected Bidder upon award. If edits are necessary, once edits have been completed and approved by the Department, the selected Offeror shall ensure files are as “camera-ready” artwork in the specifications necessary for printing.
- F. Provide all final files and proof of deliverables to CTPC due no later than **June 30, 2015**. Proof of deliverables shall include: a signed document from the printing facility stating that all materials have been printed, collated, finalized and shipped to MCE; a signed document from MCE stating they have received all materials in a “ready to distribute” format; and any other forms of documentation showing proof of deliverables.

### **Ownership and Rights of Materials**

Work produced as a result of this solicitation is and shall remain the sole property of the Department. The selected Bidder agrees that, at all times during the term of this contract and thereafter, the works created and services performed shall be “works made for hire” as that term is interpreted under the federal copyright law. **All materials developed will remain the property of the State of Maryland.**

**All design, production, printing, and distribution-related fees must be included in the final bid price.** Final products must be available for the perpetual use of the Department for future campaigns at no additional cost. The Department will have final approval on the final materials. All materials, including component pieces, will be the property of and solely owned by the Department.

If changes are made to the original creative, the selected Bidder shall provide all final products in “ready to use” formats. All print materials shall be packaged and sent in both high resolution PDF formats (300 dpi at full size or better) and their original file formats (I.e., InDesign, Photoshop, Illustrator, etc.). Any vector based graphics shall be submitted in their original, editable file formats. The selected Bidder shall provide a summary document outlining all of the specs (I.e., fonts, colors, etc.) used in the designs, so the Department may use the ads in the future. The selected Bidder shall provide all material files in a variety of electronic formats (I.e., JPEG, PDF, gif, tif, DVD copies, etc.) as deemed necessary by the Department.

### **Mandatory Requirements**

- 1) Bidders must be registered as an SBR in order to submit a bid.
- 2) The selected Bidder may not currently work with or have a history of working with the tobacco industry.
- 3) The Bidder must have a minimum of three (3) years of experience printing large quantities of materials. The Bidder shall submit a client list for similar projects over the past three (3) years to demonstrate the required experience.

### **Contract Term**

The term of this contract shall be *on or about* June 8, 2015 through June 30, 2015.

### **Billing**

Payment will be made by the Center for Tobacco Prevention and Control upon receipt of acceptable deliverables and invoices from the Contractor. The selected Bidder shall bill the Department 100% upon satisfactory completion of project deliverables, receipt of a final

itemized invoice and documentation showing proof of deliverables have been met from the selected vendor. **Invoices must be on company letterhead and include vendor's name, address, date, line item breakdown, Tax ID #, contract number, contract dates, Blanket Purchase Order (BPO) number, and signature in order to be processed.**

### **Award**

This is a multi-step bid. Vendors must first meet all of the mandatory requirements; afterwards an award will be made on the basis of the most advantageous offer to the State of Maryland considering lowest total cost and that requirements listed in the Scope of Service are met. *Bids exceeding \$15,000 will not be accepted.*

### **TIE-BIDS**

If bids are received from responsive and responsible bidders that are identical in total cost, terms and conditions, and which meet all the requirements set forth in the Invitation of Bids, an award will be made in accordance with COMAR 21.05.02.14B.

If a tie still exists, the bidder who has the greatest years of experience shall be used to determine the successful bidder.

### **BID SUBMISSION INFORMATION**

**Interested parties should submit their bid with a completed "Bid Form" in a single envelope with the Procurement Officer information and the Procurement ID clearly marked. The bid must include ALL final costs for completing the project. No additional fees above and beyond the awarded amount will be accepted/paid.**

### **SUBMISSION DEADLINE**

Bids must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 12:00pm NOON on June 4, 2015** in order to be considered. Submission envelope must show the Procurement ID number. **Bidders cannot submit multiple responses and only one bid permitted per envelope.**

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3<sup>rd</sup>) floor, room 306 and ask for Chuck Bailey. \*NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Chuck Bailey, 410-767-5601). \*NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments to bids arriving after the

closing hour and date noted above will not be considered. For any response that is not hand-delivered, the offers must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (by e-mail only, no phone call will be accepted) to the PROCUREMENT OFFICER.

**DHMH Procurement Officer**

Chuck Bailey  
Procurement Specialist  
MD DHMH  
201 W. Preston St.  
Baltimore, MD 21201  
Phone: 410-767-5601  
[chuck.bailey@maryland.gov](mailto:chuck.bailey@maryland.gov)

**ISSUING OFFICE:**

Dana Moncrief  
Chief, Statewide Public Health Initiatives  
MD DHMH  
Center for Tobacco Prevention and Control  
201 West Preston Street  
Baltimore, MD 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO  
RESPOND TO THIS SOLICITATION.**

# Attachment A: Bid Form

PROCUREMENT I.D. NUMBER: PHPA-S1909

ISSUE DATE: May 27, 2015

TITLE: *Printing and Collating of Materials for Smoke-Free Multi-Unit Housing Toolkits*

## A. Offeror Information:

Vendor Name: \_\_\_\_\_  
Federal Tax ID (FEIN#): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone/Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
SBR Number: \_\_\_\_\_

**B) Total cost:** \$ \_\_\_\_\_

*\*Costs exceeding \$15,000 will be rejected.*

*Total Cost must be fully loaded and include all charges (printing, collating, distribution, etc.) No additional charges will be paid.*

C)

Item	Quantity	Unit Price	Total Price
<b>Complete Toolkit (must include one copy of each of the following)</b> <i>Envelope</i> <i>Pocket Folder</i> <i>Guidebook (complete guidebook is 24 pages)</i> <i>Fact Sheet #1 (Enforcing a Smoke-Free Policy)</i> <i>Fact Sheet #2 (Adopting a Smoke-Free Policy)</i> <i>Fact Sheet #3 (Implementing a Smoke-Free Policy)</i>	400		
Postcard with Magnet	600		
<b>Total Cost of items listed above, per the specifications in Attachment B to be produced (printed, collated, and shipped to MCE)</b>			

**Signature**

**Date**

Vendor signature and date certifies that bid submission is correct and that vendor agrees to perform all services stated in BBN PHPA-S1909

## Attachment B: Printing Specifications

<u>ITEM</u>	<u>PAGES</u>	<u>SIZE</u>	<u>PROCESS</u>	<u>PAPER</u>	<u>FINISHING</u>
Pocket Folder	1	27-7/8 x 16	4/4	120# Endurance Silk Cover	Diecut, score, fold and glue w/ (2) 4" glue pockets - panel #2 and panel #3 on 1 edge only
Guidebook	24	8.5 x 11	4/4	100# Endurance Gloss Text	Self cover; saddle-stitch long edge
Envelope	1	10 x 13	4/4	28# white wove	
Fact Sheet #1 (Enforcing a SF Policy)	1	8.5 x 11	4/4	100# Endurance Gloss Text	Trim to size, step down
Fact Sheet #2 (Adopting a SF Policy)	1	8.5 x 10.25	4/4	100# Endurance Gloss Text	Trim to size, step down
Fact Sheet #3 (Implementing a SF Policy)	2	8.5 x 9.5	4/4	100# Endurance Gloss Text	Trim to size, step down
Postcard with Magnet	1	9 x 6 (postcard) 3.375 X 2.125 (magnet)	4/4	14 pt. Cardstock Gloss (postcard) 17 pt. magnetic stock UV coated for high-gloss finish (magnet)	